JOB TITLE: LTSl1 - Community-Engaged Learning (CEL) Assistant

DEPARTMENT NAME: LTSI – CEL Office

CONTACT NAME: Rhianna Nagel

JOB DESCRIPTION:

The Division of Learning and Teaching Support and Innovation is an academic support division in the University, which reports to the Office of the Vice President Academic and Provost. The division has four portfolios of responsibility. The portfolio areas are: Technology Integrated Learning, Teaching Excellence, Student Academic Success, Curriculum Renewal & Strategic Priorities and Community-Engaged Learning. The Division is focused on enhancing student learning and teaching excellence in academic programs across the University in alignment with the UVic Strategic Framework and Priorities.

The Community-Engaged Learning Office in the LTSI provides support and resources to instructors, staff and students at the University of Victoria, as well as to community partners. This support includes Faculty/Instructor/TA support for embedding CEL in the syllabus and assessment process; community partner identification and relationship development; project planning; student engagement/mentorship; supporting internal and external communications about CEL initiatives; CEL grants to support integration of CEL into curricula; strategic planning; measuring and documenting the impact of CEL initiatives; and creating opportunities for instructors, community and students to learn from one another’s CEL experiences. A highly motivated student is required to assist in these major functions. The successful work-study applicant will be involved in the following activities:

- assist with the development of documents and other supports for CEL stakeholders
- assist with data management
- assist with relationship building on and off campus
- assist with CEL events such as awards ceremonies and workshops

In previous years, work study students have engaged in surveying best practices at other Canadian institutions, incorporating findings into reports and developing spreadsheets. This work happens mostly on campus and sometimes at home.
QUALIFICATIONS:

- excellent organization skills and a comfort with technology
- excellent communications skills with a proactive, positive attitude
- comfortable with surveying internet sources and academic articles for key points; reporting on findings in a professional manner
- interest and experience in community-engaged learning (e.g. community-engaged courses, clubs, coop, internships, practica, community-engaged research, etc.) would be considered an asset

JOB LOCATION ON-CAMPUS: Cornett B132

WORK STUDY WAGE: $14.50/hour (includes 4% vacation pay)

DEPARTMENT TOP UP: $4.00

HOURS AVAILABLE: 300 hours

HOW TO APPLY: Please apply by email, with cover letter, resume, and references to celc1@uvic.ca